



TERMS OF REFERENCE

PROJECT : REPAIR AND MAINTENANCE OF CCC-CCO VEHICLE TOYOTA GRANDIA WITH PLATE NUMBER S5 0466

OWNER : CLIMATE CHANGE COMMISSION-CLIMATE CHANGE OFFICE

LOCATION : MANILA, NATIONAL CAPITAL REGION

I. PURPOSE

For the repair and maintenance of the CCC-CCO service vehicles from a qualified supplier who meets and responds to the needs of the Commission, located at 6th Floor First Residences Building 1557 J.P Laurel St., corner Matienza St., San Miguel, Manila. Services and other requirements are stipulated in this term of reference.

II. MINIMUM QUALIFICATION REQUIRED

The service provider must be experienced in the field of repair and maintenance of motorized vehicle with a minimum of three (3) years prior experience on similar projects.

III. SCOPE OF WORK/SERVICES

The Service Provider shall provide the following:

Parts and Lubes

- Windshield with tint Installation
- 7 liters Fully Synthetic Oil
- Oil Filter
- Air Filter
- Fuel Filter
- Drain Plug Washer
- 2 Engine Flushing
- Drain Gasket
- Transmission Gear Oil
- Automatic Transmission Fluid
- Differential Oil
- Coolant
- Brake Cleaner
- Refacing Rotor Disc
- Refacing Brake Drum
- Aircon General Cleaning

Labor

- Preventive Maintenance
- Brake System
- General Cleaning of Aircon

IV. OTHER CONDITIONS

1. The repair shall cover the provision of supply of labor, parts, tools and equipment, and all other necessary items by the Service Provider for the service vehicles.
2. All supplies and materials to be supplied by the service provider shall be a type and quality that conform to the maker's specifications and standards – ideally original parts.

V. APPROVED BUDGET OF CONTRACT

The price quotation should not exceed the Approved Budget for Contract (ABC) of **Sixty Thousand Pesos Only (Php 60,000.00)** inclusive of VAT and all other applicable taxes and charges.

Bids received in excess of the ABCs shall be automatically disqualified during bid evaluation.

The price quotation must be valid for thirty (30) days from submission and should not be subject to change/increase during the implementation of the contract.

VI. TERMS OF PAYMENT

The CCC-CCO shall pay the contracted supplier within thirty (30) calendar days upon receipt of the billing statement or statement of account by the authorized representative/s of CCC-CCO through its Administrative and Finance Division and completion of all documentary requirements for processing of payment.

Any amount under this Agreement or Terms of Reference are inclusive of all applicable taxes and charges.

VII. SERVICE DURATION

The service contract shall be for a period of fifteen (15) days upon receipt of the contract. Delays are subject to liquidated damages pursuant to Section 68 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Prepared by:

Noted by:

SGD.

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SGD.

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